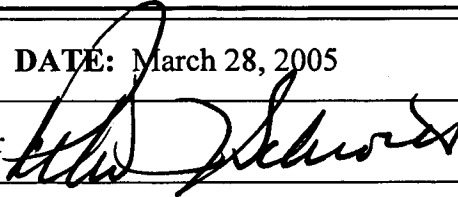




## AMENDMENTS TO THE PERSONNEL REGULATIONS FOR THE COUNTY OF FAIRFAX, VIRGINIA

<b>TO:</b>	All Holders of the Personnel Regulations	<b>DATE:</b> March 28, 2005
<b>FROM:</b>	Peter J. Schroth, Human Resources Director	
<b>SUBJECT:</b>	Personnel Regulations Update	
<b>TRANSMITTAL NO.:</b> 1- 2005	<b>BOARD APPROVAL DATE:</b> March 21, 2005 <b>Chapters:</b> 4, 9, 10 and 12	

On March 21, 2005, the Board of Supervisors approved revisions to Chapters 4, 9, 10, and 12 of the Personnel Regulations as summarized below:

### COMPENSATORY LEAVE

Amend Section 4.15-4 (d) to add the Emergency Management Coordinator (director of the Office of Emergency Management) to the list of senior managers who do not earn compensatory time for overtime hours worked.

### REDUCTION IN FORCE (RIF) PROCEDURES

Amend Section 9.4-5 and 9.4-6 to clarify that an employee who was demoted as part of a RIF and retained his or her pay level will continue to retain that pay level if he or she declines a position in his or her former job class. This revision adds the language needed to reflect County policy in effect since the save pay rules were changed in 2000.

### LIBERAL/UNSCHEDULED LEAVE

Amend Section 10.35-1 (a) to reflect the change in terminology when granting leave during inclement weather and other emergencies. Last year to standardize the terminology used by local jurisdictions and the federal government when announcing closures or leave decisions, the County began using the term "unscheduled leave" for those occasions where County government is open for business but employees are able to stay home on leave without the prior approval of their supervisor. Liberal leave is the term that had been used previously for this purpose.

### PERFORMANCE REVIEWS

Amend Section 12.4-2(b) to indicate that when an employee has been supervised by more than one person during a review period, the performance rating will be calculated by weighting the ratings of all supervisors based on the number of months of supervision. This revises the current policy wherein if the current supervisor had supervised an employee for 8 months or more, his or her rating was considered the sole and final rating. While performance reviews are not required for periods of supervision less than 4 months, there are instances when such reviews are completed and now would be included in the employee's final rating.

*The current Personnel Regulations can be found on the Infoweb. Questions should be directed to the Employee Relations Division at 324-3495.*